

DUTY STATEMENT

Class Title: Research Manager I	Position Number: 804-493-5734-XXX
Unit: Case Registry Research Unit	
Section: HIV/AIDS Case Registry Section	
Branch: HIV/AIDS Epidemiology Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Research Manager I (RM I) is responsible for the direction of all Case Registry Research Unit (CRRU) research, data analysis tasks, and data management activities. The RM I oversees all research and data analysis tasks performed by the CRRU staff and ensures that appropriate scientific methods are used, and is responsible for overseeing all quality assurance functions related to the HIV/AIDS Case Registry data, including appropriate data security and confidentiality protocols.

Supervision Received: General direction from the Research Manager II, Chief of the HIV/AIDS Case Registry Section.

Supervision Exercised: The RM I is the supervisor for all research and support staff in CRRU, which includes four Research Analyst IIs, three contract research staff, one IT support staff, and one Office Assistant (Typing).

Description of Duties: The RM I supervises staff to accomplish the HIV/AIDS Case Registry Section's research, data analysis, and data management activities; plans, develops and implements appropriate surveillance methodologies to document the extent, distribution, and impact of the HIV epidemic; oversees all aspects of data collection and database management for California's statewide HIV/AIDS surveillance system; approves allocations of funds and equipment for the CRRU; prepares legislation, regulations, and bill analyses for matters related to HIV/AIDS surveillance; acts as the HIV/AIDS Case Registry Section's representative on statewide and national committees and workgroups regarding issues surrounding the collection, storage, and quality assurance of HIV/AIDS data; and oversees the design and implementation of data quality assurance protocols and best practices data security and confidentiality procedures for the HIV/AIDS surveillance database.

Percent of Time Essential Functions

- 40% Supervises staff to accomplish the HIV/AIDS Case Registry Section's ongoing research, data analysis, and data management functions; oversees the production of routine monthly statistical reports; directs special statewide studies relating to the incidence and prevalence of HIV and AIDS; assists legislators, community groups, and other government agencies in identifying their HIV/AIDS data needs and responds to requests for ad hoc HIV/AIDS information; and plans, develops, and implements appropriate surveillance methodologies to document the extent, distribution, and impact of the HIV epidemic, which may include, but are not limited to, monthly reports relating to trends distribution and projections of HIV and AIDS cases throughout California, census data analysis to determine the levels of HIV infection and associated reporting throughout the state, and matching of HIV cases with Vital Statistics, Medi-Cal, and other statewide databases using reported death information, cancer registry data, infectious disease reports, hospital discharge summary data, and other databases to evaluate HIV case ascertainment information.

- 40% Oversees all aspects of data collection and database management for California's statewide HIV/AIDS surveillance system, including data quality assurance procedures for the HIV/AIDS database; supervises staff in the development of procedures for the systematic identification of data quality issues; responsible for implementing data security and confidentiality procedures to ensure the integrity of the HIV/AIDS database; oversees the design and implementation of data quality assurance protocols and best practices data security and confidentiality procedures; and identifies operational issues and training needs to be addressed in the HIV/AIDS Case Registry and in the 61 local health jurisdictions in order to assure data quality.
- 15% With the Research Manager II, acts as the HIV/AIDS Case Registry Section's representative on statewide and national committees and workgroups regarding issues surrounding the collection, storage, and quality assurance of HIV/AIDS data; represents the Office of AIDS in various public, scientific, and educational settings; performs analyses of proposed legislation related to HIV/AIDS, presents HIV/AIDS findings to public health professionals; and writes technical reports.

Percent of Time**Marginal Functions**

5%

Other duties as required.

Employee's signature	Date	Supervisor' signature	Date